



**A Career Oriented Course Syllabus  
under  
Ordinance- 181**

**The Shirpur Education Society's  
Smt. H.R.Patel Arts Mahila College,  
Shirpur Dist- Dhule**



**CERTIFICATE COURSE  
IN  
FUNCTIONAL ENGLISH**

**Faculty of Humanities  
2020-2021**

# **Smt. H.R.Patel Arts Mahila College, Shirpur**

## **Functional English**

### **CERTIFICATE COURSE IN FUNCTIONAL ENGLISH**

#### **Objectives:**

- 1 To introduce various linguistic skills and to develop communication skills
- 2 To make students understand the role of English language in corporate sector as an effective medium of communication.
- 3 To enable students use English effectively in all social, cultural, academic, government, corporate and business sectors.
- 4 To help students use standard English with reference to language, phonetics, grammar, and other job-oriented writing skills.
- 5 To update students face group discussions, interviews, presentations, for all situations.

**Duration of the Course:** 1 year

#### **Course Structure:**

Paper I: Spoken English and Soft Skills Development (6 Credits)

Paper II: English Grammar and Written Communication Skills (6 Credits)

Paper III: Application of Spoken and Written English Skills

(Field work/Project Work/On Job Training (8 Credits))

**Eligibility:** 12<sup>th</sup> Std. pass or any student from UG classes

#### **Scheme of Marking:**

Paper I: Theory 100 Marks = 100 (60 External) + (40 Internal)

Paper II: Theory 100 Marks = 100 (60 External) + (40 Internal)

Paper III: Project/ Practical = 100 (60 External) + (40 Internal)

**Mode of Examination:** Annual (60 Marks) + Internal (40 Marks)

## **Syllabus for Certificate in Functional English**

(W.e.f. July 2020)

### **Paper – I Spoken English and Soft Skills Development**

#### **Objectives:-**

1. To make students able to speak outside classroom situations.
2. To make students able to use English in everyday situation
3. To enable students apply functional approach in spoken English and soft skills
4. To cultivate among students application of soft skills.
5. To develop reading LSRW skills among students.

#### **Term – I**

- |   |     |
|---|-----|
| a) Communication Skills in English                    | (6) |
| b) Spoken English: Problems and Strategies            | (6) |
| c) Preparation and Presentation of speech             | (4) |
| d) Narrating a Story/an Event/ an Incident            | (4) |
| e) Compering an Event                                 | (4) |
| f) Situational Conversation                           | (8) |
| g) Group Discussions and pair works on current topics | (6) |
| h) Introduce Yourself                                 | (3) |
| i) Telephonic Conversation                            | (4) |

#### **Term – II**

- |  |     |
|--|-----|
| 1. Body Language and Soft Skills Development | (6) |
| 2. Presentation Skills                       | (6) |
| 3. Leadership Skills                         | (6) |
| 4. Interpersonal Skills                      | (6) |
| 5. Problem Solving Skills                    | (6) |
| 6. Communication and Soft Skills             | (6) |
| 7. Time Management                           | (4) |

8. Ethics in Formal Conditions

(5)

**Reference Books:**

1. Effective English Communication for you- V.Syamala
2. Acquisition of English Vocabulary-M.Eva Sundari Elizabeth and Digumarti Bhaskara Rao
3. Spoken English for India - V.Sasikumar and P.V. Dhamija
4. An Intensive Course in English - C.D. Sidhu
5. Spoken English for India - Bansal and Harrison.
6. A Course in Listening and Speaking - I Sasi Kumar, Dutt, Rajeevan.
7. A Course in Listening and Speaking - II Sasi Kumar, Dutt, Rajeevan.
8. English Vocabulary in Use - Michael Mc Carthy (Elementary) Felicity
9. English Vocabulary in Use – Stuart Redman.(Pre-Intermediate and intermediate) Michael Mc Carthy.
10. English Vocabulary in Use- Michael Mc carthy (Upper and intermediate)
11. English Vocabulary in Use - Michael Mc carthy (Advanced)
12. English Conversation Practice - Grant Taylor
13. A Practice Course in English Pronunciation - Sethi Sadanand Jindal
14. Everyday Dialogues in English - Robert J.Dixson
15. A Handbook of Communication Skills in English - Prin R.A. Kulkarni
16. Speaking Effectively - Jeremy Comfort, Rogerson, Stott and Utley.

**Format of Question Paper**

**Paper – I Spoken English and Soft Skills Development**

**Marks :60**

**Time : 2hrs.**

- Q.1 Attempt any two of the following (content a,b,& c)(any two out of three) (12)
- Q.2 Attempt any two of the following (Content d,e, & f) (any two out of three) (12)
- Q.3 Attempt any two of the following (Content g,h,& i) (any two out of three) (12)

Q.4 Attempt any Two of the following (contents-1,2,3 & 4) (two out of four) (12)

Q.5 Attempt any Two of the following (contents-5,6,7 & 8) (two out of four) (12)

## Paper – II

### English Grammar and Written Communication Skills

#### **Objectives:**

1. To make students able to learn proper grammatical usages.
2. To enable students practice the basic structure of sentences.
3. To introduce students the art of writing essays , building stories, summaries, news etc
4. To make students practice grammar and writing skills conversation

#### **Term – 1**

- |  |     |
|--|-----|
| a) Elements of Grammar                                 | (6) |
| b) Parts of Speech                                     | (4) |
| c) Tenses  | (6) |
| d) Sentence : Its types and Examples                   | (4) |
| e) Clauses: Noun, Verb, Adjective, and Adverb          | (8) |
| f) Noun phrase and verb phrase                         | (6) |
| g) Vocabulary: Antonyms, Synonyms, One word substitute | (6) |
| h) Figures of Speech                                   | (5) |

#### **Term – II**

- |                              |     |
|------------------------------|-----|
| a) Business/Official letters | (6) |
| b) Job Application           | (4) |
| c) E- mails                  | (6) |
| d) Story Building            | (5) |
| e) Paragraph Writing         | (6) |
| f) Essay writing             | (6) |
| g) Dialogue writing          | (6) |
| h) News writing              | (6) |

#### **Reference Books :**

1. Practical English usage- (International Students Edition) – Michael Swan
2. A Communicative English Grammar of English-Third Edition – Geoffrey Leech
3. Grammatical Roles and Relations. - F.R. Palmer
4. The Oxford Guide to Writing and Speaking. - John Seely
5. Essential English Grammar. - Raymond Murphy
6. A Communicative Grammar of English - Third Edition – Leech and Svartvik
7. A Communicative Grammar of English - Second Edition – Leech and Svartvik
8. English Grammar and Composition - Rajendra Pal and Prem Lata Suri
9. Basic English Usage - Michael Swan
10. A Practical English Grammar - Thomson Martinet
11. Grammar and Communication - K.V. Tirumalesh
12. Garg. English Grammar and Composition - Dr. R.K. Saxena
13. English Grammar for Today - Leech, Deuchar and Hoogenraad
14. A Remedial English Grammar for Foreign Students - F.T. Wood
15. Intermediate Grammar, Usage and Composition- M.L. Tickoo, A.F. Subramanian

**Format of Question Paper**

**Paper – II**

**English Grammar and Written Communication skills**

**Marks : 60**

**Time : 2hrs.**

- |  |      |
|--|------|
| Q.1. Write short notes on any three of the following (Three out of five) | (12) |
| Q.2. a) Do as Directed (Four out of Six)                                 | (4)  |
| b) Correct the following (Any four out of six)                           | (4)  |
| c) Fill in the blanks (Any 3 out of 5)                                   | (3)  |
| d) Form the words (either suffixes or affixes)                           | (3)  |
| Q.3. A) Write a job application (Any one out of two)                     | (6)  |
| B) Write a Business letter   | (6)  |
| Q.4.A) Email writing or News writing                                     | (6)  |

B) Paragraph writing or Dialogue writing or story writing (6)

Q.5. A) Write an essay on any one of the following topics (10)

### **Paper - III**

#### **Application of Spoken and Written English Skills**

##### **Objectives:**

- j) Testing oral skills of the students by conducting Group discussions. Presentations, Seminars etc. during the year.
- ii) Testing writing skills by giving assignments to the students on current topics.
- iii) Testing reading skill of the students by asking them to read prose passages, recite poems, read dialogues etc.

##### **Syllabus:**

- i) Group Discussion on current and different situations. (The topics will be selected by the concerned teacher)
- ii) Interview Techniques
- iii) Seminars on the topics from paper I and II
- iv) Written Assignment on current topics prescribed in paper I and II
- v) Visit to an Industry / Bank / Institution / Private and Government offices and preparing a project Report.
- vi) Reading Practices.

#### **Format of Question Paper**

#### **Paper – III Application of Spoken and Written English Skills Marks- 60**

- 1) The External examiner will conduct a viva on the project work done by students.
- 2) The practical completed by students in the form of journal. (Each student will have to complete eight practical in the year)
- 3) The External Examiner will conduct Group discussions, arrange – personal Interviews etc.

#### **Scheme of Marking for Internal Assessment**

##### **Paper I & II**

##### **Internal : -40 marks.**

Attendance	= 05
Home Assignment	= 10
Internal Test	= 25

##### **External :- Annual Exam 60 marks**

##### **(Paper – III)**

##### **Internal = 40**

Written Test = 10

##### **External = 60**

Group Discussion = 20

Group Discussion = 10  
Personal Interview = 10  
Practical works = 10

Personal Interview = 20  
Practical in Journals = 20

Sr	Paper	Name of the Subj.	Theory/ Pract.	Teaching. Hours	Maximum Marks allotted			Passing			Grade
					Ext	Int	Total	Ext	Int	Total	
1	Paper- I	As Above	Theory	90	60	40	100	24	16	40	6
2	Paper -II	As Above	Theory	90	60	40	100	24	16	40	6
3	Paper -III	As Above	Practical	120	60	40	100	24	16	40	8

### Syllabus Approval Committee

**Prin.Dr.Pramod Pawar** – Dean (Officiating) (Faculty of Humanities, KBCNMU, Jalgaon)

**Dr. Sharda J.Shitole** - Principal.

**Dr. V.M.Patil** - Subject Expert

**Dr. Gajanan P.Patil-** Head, Dept. of English

**Ms. Vidya Y.Patil -** (Co-ordinator, Functional English)